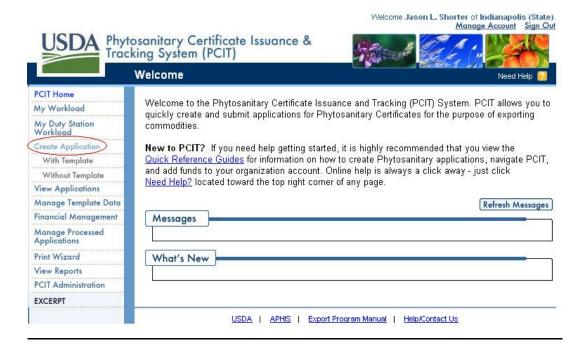
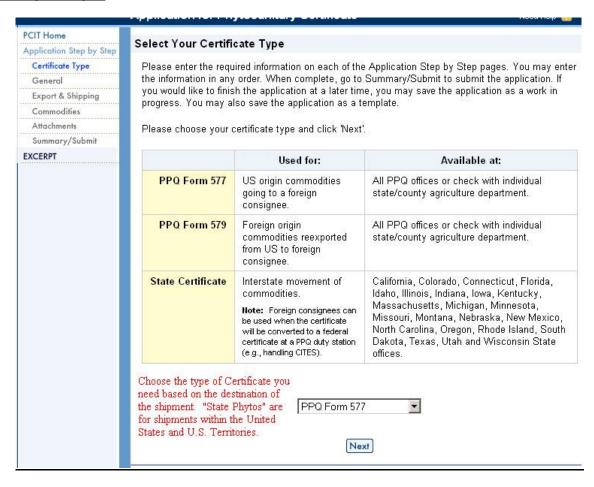
How to Apply for a Phytosanitary Certificate through PCIT

Step 1 (Create an Application)

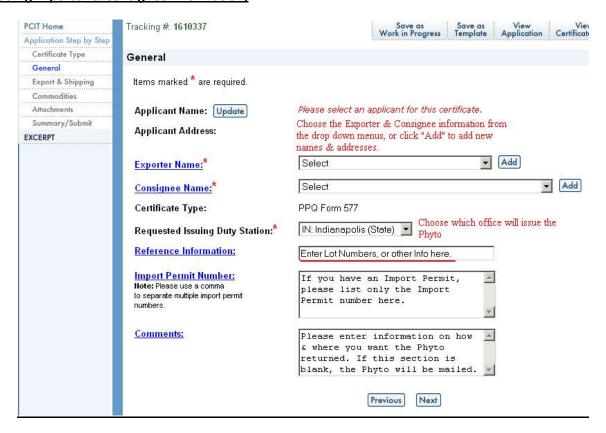
• After logging into PCIT (https://pcit.aphis.usda.gov/pcit/faces/index.jsp), select your application from the left hand side of the screen



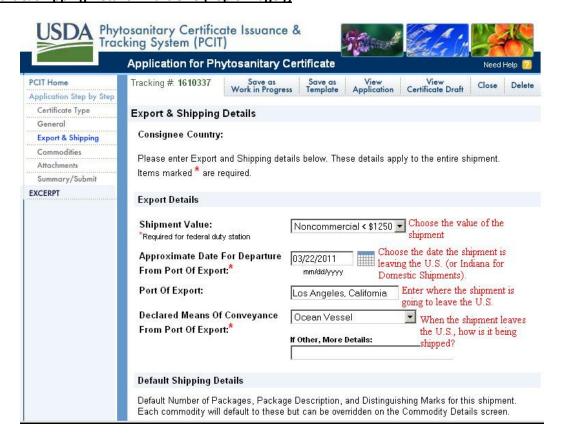
Step 2 (Choose your Phyto)



Step 3 (Adding Exporter & Consignee Information)



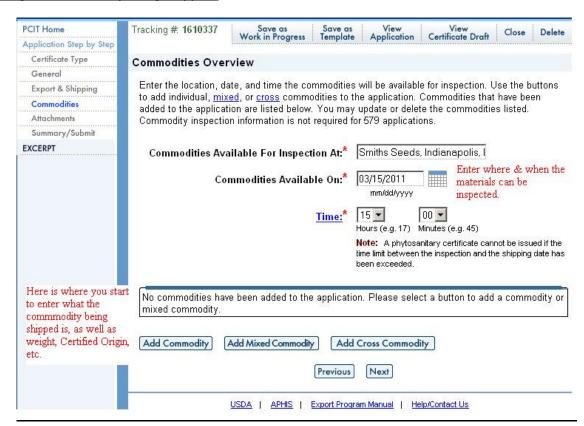
Step 4A [Export & Shipping Details - Part One (Top of Page)]



Step 4B [Export & Shipping Details - Part One (Bottom of Page)]

	ckage Description, and Distinguishing Marks for this Shipment. lese but can be overridden on the Commodity Details screen.
Number Of Packages:	Note: Must be zero or blank when a pre-defined package description is used.
Package Description:	Other Edit Help
	If Other, More Details:
	Bags in 1 Container
<u>Distinguishing Marks:</u>	Other Edit Edit Help
Please enter information into	If Other, More Details: Cut & Paste Tip
each section. When entering Distinguishing Marks, only enter what is physically written on the boxes, bags,	ABCD 123456-7
or more of these defaults to comr	entered above will apply to new commodities only . To apply one modities already included in the application, select the
corresponding checkbox and clic	k the 'Apply' button.
Apply To All Existing Commod	ities: Select All
☐ Number of Packages	☐ Package Description ☐ Distinguishing Marks
	Apply
Point Of Entry:*	Puerto Limon, Costa Rica
If left blank, the consignee country will be automatically added.	This is the point where the shipment reaches the Consignee country.

Step 5 (Adding the Commodity being Shipped)

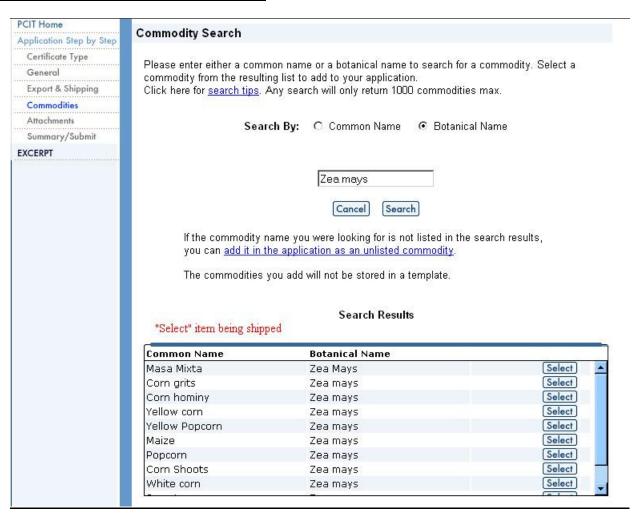


Step 6 (Selecting the Commodity)

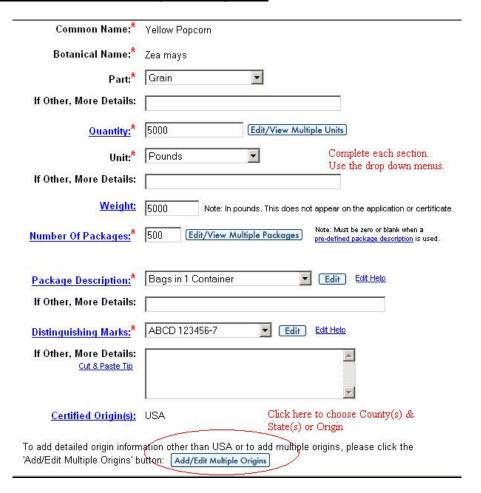
- You can search for a commodity by common or scientific name.
- Include Genus and Species.



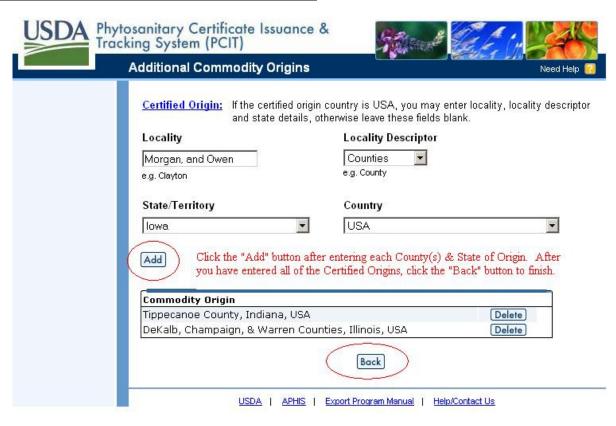
Step 7 (Complete the Selection of the Commodity)



Step 8 (Complete the Details of the Commodity & the Shipment)



Step 9 (Completing the "Certified Origin" of the Commodity)

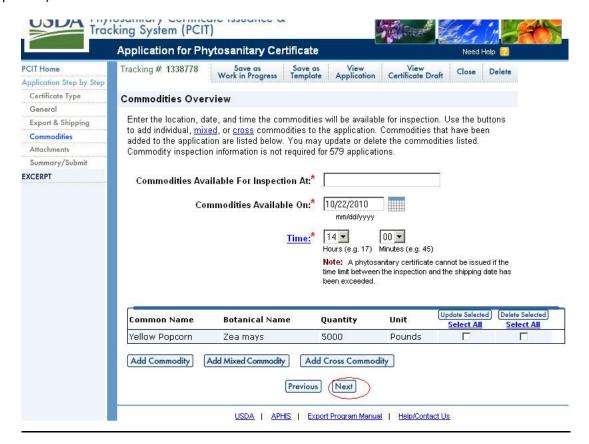


Step 10 (Continuing After Completing "Certified Origin" Section)



Step 11 (Commodities Overview)

• Here you can double check you commodity and add additional commodities to the shipment if needed (repeat steps 5-10).



Step 12 (Attach Supporting Documents)



Step 13 (Submit Your Application)

